# KDHE Environmental Services Contract

### 2018 Annual Consultant Meeting

**February 28, 2018** 

Curtis State Office Building Conference Room 530





# **Agenda**

- Welcome
- KDHE Organizational Changes
- Updates on Modules A, B and C
- Program Summaries
- Key Topics
- Q&A
- Adjourn



# **KDHE Organizational Changes**

- BER is now split into 4 sections
  - Assessment and Restoration: Joe Dom
  - Redevelopment (New): Jorge Jacobs
    - Surface Mining Section is now a Unit
  - Remedial: Randy Carlson
  - Storage Tanks: Sharon Morgan



# **KDHE Organizational Changes**

Some Programs have changed Sections

- Assessment & Restoration: Dry Cleaner Remediation, Orphan Sites, Site Assessment, Spills, Superfund Programs
- <u>Redevelopment</u>: Brownfields, Voluntary Cleanup, EUC, Risk Management, CELR Programs
- <u>Remedial</u>: Federal Facilities, State Cooperative, USDA, Bankruptcy Programs
- Storage Tank: No Program Changes





## **Key KDHE Introductions**

- Contract Administrator Teresa Hattan
  - 785-296-8049, Teresa. Hattan@ks.gov
  - ESC Master Contract award, financial questions, etc.
- Module A Point of Contact (State Programs, Non-Tanks) Daniel Newman
  - 785-296-0225, Daniel.Newman@ks.gov
- Module B Point of Contact (Tanks) Stephanie Pfannenstiel
  - 785-296-6768, Stephanie.Pfannenstiel@ks.gov
- Module C Point of Contact (Risk Assessment) Daniel Newman
  - 785-296-0225, Daniel.Newman@ks.gov





### Who to contact?

- Module Point of Contacts
  - Answer general questions concerning modules, RFP requirements, provide program rep. names, etc.
- Program-specific questions:
  - Discuss with the Section Chief or designated program representative
- Project questions:
  - KDHE designees in Work Award





- Module A Programs under Assessment and Restoration, Redevelopment, and Remedial Sections
- Module B Tanks Program
- Module C Any program can use this Module
- ESC Web Page:
  - http://www.kdheks.gov/ber/esc.html
  - Guidance documents (Bureaus, program, etc.)



### **Master QAPP and SOPs**

- Not all QAPPs have been submitted by consultants
- RFP Section 4.7.14 Management Program
- Consultant shall develop and submit a master
   Quality Assurance Project Plan (QAPP) and
   Standard Operating Procedures (SOP) master
   document
  - To be approved and maintained on file at KDHE
  - Site Specific QAPP may still be required at times





#### Based on KDHE description from the RFP

- Professional 5 Associate Level (contract management, associate level review of projects)
  - Should not typically be used on routine projects assessments, LTM, etc.
- Professional 4 Senior Level (senior project management, licensed PE, licensed PG, toxicologist, risk assessor)
  - Normal highest level of routine project review
- Professional 3 Design Level (design engineer)
- Professional 2 Project Level (project manager, project geologist, mid-level toxicologist or risk assessor)
  - Routine project management, document review
- **Professional 1** Staff Level (staff engineer, field geologist, environ scientist, H&S supervisor, jr. level toxicologist or risk assessor)
  - Field oversight, document preparation





#### Based on KDHE description from the RFP

- **Technical 4** Construction Foreman, Sr. Environmental Technician
  - Higher level field work, remedial installation, field testing (pump test)
- **Technical 3** Technician (environmental technician, remediation technician)
  - Routine field work, groundwater sampling, remedial system O&M
- Technical 2 Drafting/CAD (draftsman)
- Technical 1 Clerical

KDHE pays based on the work to be performed, not who does the work

Example: P4 sampling wells should be at a field staff rate





# Miscellaneous supplies and minor items of equipment

 Considered as part of the Consultant's inventory to perform normal business and is not reimbursable

Water Level Indicator	pH/EC/Temp/Conductivity	Digital Manometer, volt, amp meters
Hand held GPS	DO, ORP, pH meters	Metal detector
Camera	Hand tools: hammer, saw, etc.	Nitrile gloves, or similar
Hand soil auger	Soil/water/sediment samplers	Drum dolly
Electric hand equip: Saw	zall, drills, circular saw, chop saw	

 If you have questions about specific items, contact the appropriate Module Coordinator.

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### **Support Vehicle Mileage/Vehicle Rates**

- Support vehicle rates include all maintenance, fuel, insurance and incidental fees and charges such as parking and tolls
  - Drill and probe rigs are covered under separate rules
- Reimbursed a daily or weekly vehicle use rate <u>plus</u>
   mileage
- Daily and weekly use rates include local mileage while performing the job duties
- Mileage is reimbursed for mobilization from the official station to and from the job site





### **Support Vehicle Mileage/Vehicle Rates**

- Tracking mileage for proof of miles driven
  - Google<sup>®</sup> Maps or similar mapping tool –
     Preferred Method
  - Mileage log/daily project log
- Separate mileage between projects,
   especially during inter-module projects
- Subcontractors abide by Consultants mileage rates unless specified



## **Work Request**

- KDHE initiates a Work Request: "Quote"
- Work Requests should include:
  - Bid Deadline;
  - Scope of Work (Refer to std. specifications);
  - Project Deadline;
  - KDHE Project Manager;
  - Project info for Project Cost Summary Form; and
  - State if tasks are line item not-to-exceed (NTE) or lump sum costs

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- KDHE Ordering Officers or designated program staff make Work Requests to one or more Consultants within a specific task or module
  - Standard is to request quotes from <u>multiple</u> consultants
- Scope of Work: KDHE shall adequately describe the work to be completed at a project and may reference specific work objectives, policies and/or guidance

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### **Consultant Work Request Concerns**

- Ensure Work Request includes good assumptions
  - Ex. Comprehensive Investigation: # of wells, probes, appropriate sample depths, etc.
- Data Gap Analysis: KDHE to provide clear expectations for bidding purposes
  - Ex. Work Plan with sample locations, well locations, depths, etc.
- When are submitted bids available under KORA?
  - After formal award
- Bidding Deadlines
  - Need enough time to obtain bids from subcontractors





- Quotes must be submitted to KDHE on the official <u>Project Cost Summary (PCS) Form</u>
  - Supporting information recommended
- KDHE <u>Ordering Officer</u> will formally <u>award</u>
   the work in writing (letter award, not e-mail)
  - Letter may be e-mailed to expedite the award
- Change Orders <u>must</u> be documented on the PCS and pre-approved
  - Verbal OK in urgent situations at discretion of the KDHE program manager

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- Preliminary approval of Change Orders can be done via email
- Formal Change Order will be completed at appropriate point: e.g. next invoice or end of project
- This is intended to be used for defined scopes, such as initial assessments, or investigations.
  - Example: Drilling project bid at 100 feet bgs, but ends up at 110 feet bgs
  - Preliminary approval via email is sufficient
  - Include email documentation when submitting formal change order

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# **Project Cost Summary (PCS)**

- Consultant completes the PCS for submittal with their quote for Work Request
- Final Notice of Award number added after KDHE award
- 3. Update \$ and submit to KDHE with all invoices and change orders







# PCS - Site/Project Info

Date of Project Award = 2/20/15

Module A Work Request #

- BF01172724001
- BF = Program;
- 01172724 = Site ID,
- 001 = sequential work order # per site

PROJECT NAME:	XYZ Site
KDHE Proj Code:	C3-011-72724
Consultant:	Company ABC
Consultant PM:	John Doe
Contract #00001	

Project Address:	100 Main St, Anytown, KS
KDHE Program:	Brownfields
KDHE Work Order:	BF01172724001ABC
Consultant Job #:	ABC-1235

Module A Notice of Award # - BF01172724001ABC BF = Program; 01172724 = Site ID, 001 = sequential work order # per site, ABC = Consultant code



### PCS cont.

Quoted amounts; do not change!

TASK SECTIONS - # to be determined by KDHE			Work O	rder	
TASK I - Document Review	Initial	CO	CO	Unit	Approved
Lump Sum or NTE? NTE	Quantity	#1	#2	Price	Budget
Professional 4	5	1		\$110.00	\$660.00
Professional 3	2			\$95.00	\$190.00
Professional 1					\$0.00
Technical 1	2			\$40.00	\$80.00
					\$0.00
Task I Totals	=				\$930.00

#### Add lines as needed

			_				
	Invoice	s (Use ven	d	or inv#)		Stat	us
4/11/2015	6/14/2015	8/12/2015		Units	Invoiced	Amount	Percent
10099	10119	10200		Invoiced	Totals	Remain	Remain
\$500.00	\$160.00			6	\$660.00	0.00	0.00%
\$95.00		\$95.00	I	2	\$190.00	0.00	0.00%
			Ī		\$0.00	0.00	#DIV/0!
	\$60.00	\$20.00		2	\$80.00	0.00	0.00%
		_			\$0.00	0.00	#DIV/0!
\$595.00	\$220.00	\$115.00			\$930.00	0.00	0.00%

Insert columns for additional invoices. Formulas copy and add to totals & % remaining







### PCS cont.

	I	<b>\$0.00</b>				I	ψυ.υυ	<b>I</b>
		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
	\$2,500.00	\$3,758.00	\$595.00	\$2,348.00	\$815.00		\$3,758.00	)
able)	Retain	age Withheld =	(\$59.50)	(\$232.80)			(\$292.30)	
Reta	inage payme	ent requested =	\$0.00	\$0.00	\$292.30		\$292.30	
	Invoice	Amount Due =	\$535.50/	\$2,115.20	\$1,107.30	(	\$3,758.00	
								J

Fill in retainage manually



### **KDHE** concerns with PCS Form

- Changes are being made to the initial quantity
  - Quantity changes only with a change order
  - Do not change the line items once PCS is approved
    - Exception add a new line item(s) with a CO
  - Subcontractor bid as a total cost (including surcharge) when appropriate
- Invoices are not adding up to labor backup
  - Labor backup for Task 1, 2, & 3 being mixed?
  - Cannot horse-trade NTE labor classification/hours
- Check the math



### **KDHE Concerns**

Please don't bid on a project if not qualified or don't understand the type of work

• Example: Pre-CERCLA and CERCLA Site Assessment Activities

–What is expected from a Preliminary Assessment?

- » Not a Monitoring Well Installation Report
- » EPA Guidance and KDHE Cooperative Agreement dictates the work scope



### **KDHE Concerns**

- Standard Task Guidance Scope of Work
  - Task Program Specs should be used for details

Guidance documents for various work tasks:

- Orphan Site and Dry Cleaning Program Specifications
- Specific Task Requirement Guidance
- Storage Tank Program RFPs available online (<a href="http://www.kdheks.gov/tanks/rfp/index.html">http://www.kdheks.gov/tanks/rfp/index.html</a>)
- Access Agreements
  - Module A If requested, Contractor prepares
     KDHE agreement and takes to property owner



### **KDHE Concerns**

#### **Consultant Experience Issues:**

 Design: Please don't assume a junior level engineer can quickly learn how to complete a complex design



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- Investigation: Consultant's field staff do not understand the scope when they arrive on site
- Remedial: Field staff do not understand the basic principles of remedial system – cannot troubleshoot

KDHE may need to bypass consultants for failure to understand or perform projects

# KDHE Bid Concerns

#### Project underbid

- Junior level staff writing work plans with limited oversight/input from project manager
- Add scopes that should have been included in bid (additional drilling support, IDW handling)
- May result in removal from bidding list for certain projects
- Project overbid
  - Most often as using the upper labor and unit rates
  - RFP was designed to prevent rebidding each year
  - Recommend bidding based on actual rates



# **KDHE Concerns: Cost+ Purchases**

Administrative Surcharge for non-line item rates/purchases

SURCHARGE DESCRIPTION	SURCHARGE PERCENTAGE
Items less than \$5,000	10%
Items between \$5,000 and \$25,000	8%
Items greater than \$25,000	6%

- Total of Cost+ purchases determines percentage
- >\$500/item need to request minimum of 3 bids
  - -Some variances allowed
- Consultant can bid less % if so desired



### **KDHE Bid Concerns**

#### **Included Costs:**

- Drilling (per-foot)- 1 support vehicle, operator/crew labor, completion of soil borings, decontamination, subsidiary equipment and supplies, associated soil sampling, disposal of clean media/soil
- Probing (lump-sum per-day)- rig, rods, 1 support vehicle, operator/crew labor, decontamination, disposal of clean media/soil, and <u>any other sampling</u> <u>equipment or supplies</u> necessary to complete the tasks.

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- Investigative Derived Wastes Included in costs
  - On-site thin-spreading of clean soils (default)
  - Off-site disposal of clean drilling media
- Off-site, Special & Hazardous Wastes Cost+%
  - Site-specific determination
  - Sampling methods & frequency must meet applicable regulations
  - Vendor obtains signatures for disposal authorizations





- Notify the KDHE Project Manager a minimum of seven (7) days prior to initiation of work and/or site visits by completing the appropriate online Field Activities Notification Form:
- Assessment and Restoration, Redevelopment and Remedial Sections:
  - http://www.kdheks.gov/remedial/fieldactivities\_notification.html.
- Tanks Section:
  - http://www.kdheks.gov/tanks/fieldactivities\_notification.html



### **Field Work Notification**

- Last Minute changes to planned schedule
  - Notify Project Manager by email <u>and</u> phone;
  - Notify Program Manager if unable to speak directly to PM (Program Manager can relay to PM)
- Coordinate <u>ALL</u> activities with Property Owner
  - Avoid calls from owner complaining about notification





## **Communications**

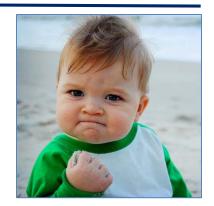
- Consultants are KDHE's eyes-and-ears
  - Report system issues to PM immediately
  - Don't wait for the report
  - Don't assume we know
  - Photos!
- Discuss field results and adjust the sampling plan accordingly



See something. Say something.



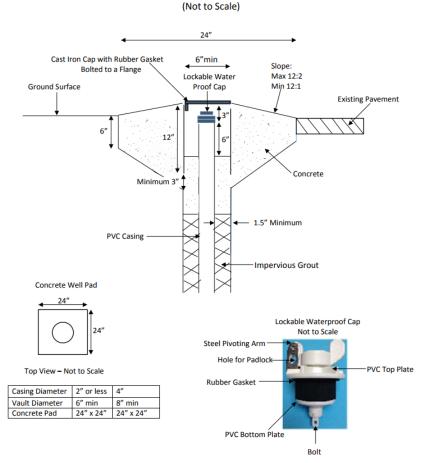
- Dedicated Sampling Equipment
  - DO NOT REMOVE FROM WELL!! PLEASE!!!



- Purge Water Handling Appropriate per site
  - Chlorinated VOCs Containerize, GAC, etc.
- Mobile Lab Per Day Cost, not per sample
- Field equipment in working order



### KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT FLUSH-MOUNT WELL CONSTRUCTION DETAIL



#### **Monitoring Well Completions**

K.A.R. 28-30-6(s) Each monitoring well shall be an above-grade surface completion, unless the monitoring well is located on a roadway, sidewalk, driveway, parking lot, or other heavily trafficked area that requires an at-grade surface completion monitoring well. The following requirements shall be met for each at-grade surface completion:

KAR 28-30-6(s)(2) The construction method for each monitoring well shall meet the requirements of the department's procedure document titled "flush-mount well construction detail"

http://www.kdheks.gov/waterwell/download/FlushMountDetail.pdf





Department of Health and Environment

Our Mission: To protect and improve the health and environment of all Kansans.



		nge in Well Use		urces App. No.		Well ID	
LOCATION OF V County:	VATER WELL:	Fraction 1/4 1/4	Sec	tion Number	Township Number		Number  B E W
2 WELL OWNER:	Lact Namo	First		ral Address wh	ere well is located		
Business:	Last Name:	FIISL:			ersection): If at owner		
Address:			direction from	icarest town or mi	ersection). If at owner	s address, che	ck nere.
Address:							
City:	State:	ZIP:		_			
3 LOCATE WELL	4 DEPTH OF CO	MPLETED WEL	L: ft	5 Latitude		(dec	cimal degrees
WITH "X" IN SECTION BOX:	Depth(s) Groundwate				de:	(de	cimal degrees
N SECTION BOX:		3) ft., or		Horizonta	l Datum: WGS 84	□ NAD 83	NAD 27
	WELL'S STATIC W.			Source fo	r Latitude/Longitude:		
'   '	□ below land surface				(unit make/model:		
NW NE	☐ above land surface Pump test data: Well				(WAAS enabled?	Yes No	
w E		irs pumping		Land	Survey Topogra	iphic Map	
"         "	Well	water was	ft.	□ Onlii	ie Mapper:		
SW SE	after hou	water was	gpm				
	Estimated Yield:	gpm		6 Elevatio	n:ft.	☐ Ground Le	vel 🔲 TOC
S	Bore Hole Diameter:			Source:	Land Survey 🔲 C	iPS Topo	graphic Map
1 mile		in. to	ft.	L	Other		
WELL WATER TO							
Domestic: Household	5. Public W	Vater Supply: well II ing: how many wells	)		eld Water Supply: le e: well ID		
Lawn & Garden	7 Aguifer	Recharge: well ID	3:	Cased	Uncased C	icotechnical	
Livestock		ing: well ID			nal: how many bores		
2. Irrigation	<ol><li>Environmer</li></ol>	ntal Remediation: we		a) Close	d Loop 🔲 Horizont	al Uertical	
3. Feedlot	☐ Air Spar		por Extraction		Loop Surface Dis		
4. Industrial	☐ Recover	y Injection	n	<ol><li>Other</li></ol>	(specify):		
Was a chemical/bacte	riological sample sub	mitted to KDHE?	☐ Yes ☐ No	If yes, date sa	mple was submitted	d:	
Water well disinfected	? ☐ Yes ☐ No G USED: ☐ Steel ☐ P						
Casing diameter	in. to fi	t., Diameter	in to	ft Diamete	e in to	ft	
				it., Diamete	1 10		
	surface		lbs./ft.	Wall thicknes	ss or gauge No		
TYPE OF SCREEN O	R PERFORATION MA	ATERIAL:	lbs./ft.	Wall thicknes	ss or gauge No		
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TYPE OF SCREEN O  ☐ Steel ☐ Sta ☐ Brass ☐ Gal	R PERFORATION MA inless Steel  Fib lyanized Steel  Cor	ATERIAL: erglass PV nerete tile No	lbs./ft.	Wall thicknes	ss or gauge No		
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TYPE OF SCREEN O Steel Standard Standar	R PERFORATION M. inless Steel   Gib vanized Steel   Gib vanized Steel   Gor   Gib vanized Steel   Gor   Gib vanized Steel   Gor   Gib vanized Steel   Gib vanized Stee	ATERIAL: erglass   PV encrete tile   No ARE: Gauze Wrapped   Wire Wrapped   mm   ft, to   Cement grout     ft, From     Sewage tit   Feedya	lbs/ft.   C   C   C   C   C   C   C   C   C   C	Wall thicknes  Other (  )  willed Holes  lone (Open Hole fi. to fi. to fi. to fi. to Livestock Pens Fuel Storage Fertilizer Storage	Other (Specify)	ft. to	ft ft.
IVPE OF SCREEN O Steel Sta Brass Gala Brass Gala SCREEN OR PERFOR Continuous Slot Louvered Shutter GRAVEL PA GROUT MATERI Grout Intervals: From Nearest source of possib Septic Tank Sewer Lines Watertight Sewer L Other (Specify) Direction from well?	R PERFORATION M. inless Steel   Gib vanized Steel   Gib vanized Steel   Gor   Gib vanized Steel   Gor   Gib vanized Steel   Gor   Gib vanized Steel   Gib vanized Stee	ATERIAL: erglass   PV encrete tile   No ARE: Gauze Wrapped   Wire Wrapped   mm   ft, to   Cement grout     ft, From     Sewage tit   Feedya	lbs/ft.   C   C   C   C   C   C   C   C   C   C	Wall thicknes  Other (  )  willed Holes  lone (Open Hole fi. to fi. to fi. to fi. to Livestock Pens Fuel Storage Fertilizer Storage	Other (Specify)	ft. to	ft. ft.
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TYPE OF SCREEN O Steel Sta Brass Gala Brass Gala CREEN OR PERFOI Continuous Slot Louvered Shutter GRAVEL PA O GROUT MATERI Grout Intervals: From Vearest source of possib Septic Tank Sewer Lines Watertight Sewer L Other (Specify) Other (Specify)	R PERFORATION M. inless Steel   Gib vanized Steel   Gib vanized Steel   Gor   Gib vanized Steel   Gor   Gib vanized Steel   Gor   Gib vanized Steel   Gib vanized Stee	ATERIAL: erglass   PV encrete tile   No ARE: Gauze Wrapped   Wire Wrapped   mm   ft, to   Cement grout     ft, From     Sewage tit   Feedya	lbs/ft.   C   C   C   C   C   C   C   C   C   C	Wall thicknes  Other (  )  willed Holes  lone (Open Hole fi. to fi. to fi. to fi. to Livestock Pens Fuel Storage Fertilizer Storage	Other (Specify)	ft. to	ft. ft.
IVPE OF SCREEN O Steel Sta Brass Gala Brass Gala SCREEN OR PERFOR Continuous Slot Louvered Shutter GRAVEL PA GROUT MATERI Grout Intervals: From Nearest source of possib Septic Tank Sewer Lines Watertight Sewer L Other (Specify) Direction from well?	R PERFORATION M. inless Steel   Gib vanized Steel   Gib vanized Steel   Gor   Gib vanized Steel   Gor   Gib vanized Steel   Gor   Gib vanized Steel   Gib vanized Stee	ATERIAL: erglass   PV encrete tile   No ARE: Gauze Wrapped   Wire Wrapped   mm   ft, to   Cement grout     ft, From     Sewage tit   Feedya	Ibs/ft.   C	Wall thicknes  Other (  )  willed Holes  lone (Open Hole fi. to fi. to fi. to fi. to Livestock Pens Fuel Storage Fertilizer Storage	Other (Specify)	ft. to	ft. ft.
TYPE OF SCREEN O Steel Sta Brass Sacreer Continuous Slot Louvered Shutter SCREEN-PERFORAT GRAVEL PA GROUT MATERI Grout Intervals: From Vacaret source of possib Sewer Lines Watertight Sewer University Sewer Lines Watertight Sewer University Sewer Lines Watertight Sewer Watertight Sewer University Sewer Watertight Sewer Watert	R PERFORATION M.  Inless Steel   Fib vanized Steel   Co.  ARTHON OPENINGS.  Mill Stot   Co.  Key Punched   Fib Key Punched   Co.  ED INTERVALS: Fr.  AL:   Neat cement   Co.  Lateral Literal	ATERIAL: erglass   PV ercrete tile   No ARE: Gauze Wrapped wire Wrapped om fi. to m fi. fo m	Ibs/ft.   C   Ibs/ft.   C   C   C   C   C   C   C   C   C	Wall thickness Other (c) O	so or gauge No.    Specify   Other (Specify)       Other (Specify)       ft., From   ft., From       Insectic   Abande e   Oil Wei	ft. to ft. tide Storage and Water We Il/Gas Well	fl. fl. fl.
TYPE OF SCREEN O Steel Sta Brass Signer Street Continuous Slot Louvered Shutter SCREEN PERFORA GRAVEL PA GROUT MATERI Soul Intervals: From Venrest source of possib Septe Linies Wateright Sewer L Other (Specify) Direction from well? IO FROM TO	R PERFORATION M. inless Steel   Fib vanized Steel   Co. ArtHON OPENINGS .    Mill Slot     Exemple   Co.   Mill Slot     Exemple   Co.   Mill Slot     Co.   Mill Slot     Co.   Mill Slot     Co.   Mill Slot     Co.	ATERIAL: erglass   PV erglass	Ibs/ft.   C	Wall thickness Other (c)  Other (c)  Order (Open Hole fit to fit fit to	Specify)  Other (Specify)  ft., From  ft. to  Insectic Otil Wee  ft. THO. LOG (cont.) or		ft.
TYPE OF SCREEN O Steel Sta Brass Sacreer Continuous Slot Louvered Shutter SCREEN-PERFORAT GRAVEL PA GROUT MATERI Grout Intervals: From Vacaret source of possib Sewer Line Watertight Sewer Under my lurious from III CONTRACTOR Under my lurisdiction a	R PERFORATION M.  Inless Steel   Fib vanized Steel   Co.  Mill Stot   Fib vanized Steel   Co.  Mill Stot   Fib Key Punched   ED INTERVALS: Fre CCK	ATERIAL: erglass   PV ercrete tile   No ARE: Gauze Wrapped   wire Wrapped   wire Wrapped   m	Ibs/ft.   C   C   C   C   C   C   C   C   C	Wall thickness	so r gauge No.    Specify      Other (Specify      ft., From      ft., From      Insectic   Abande e   Onl Wei      ft. to      Insectic      Inse		ft
TYPE OF SCREEN O Steel Standard Standar	R PERFORATION M. inless Steel   Fib vanized Steel   Fib vanized Steel   Cor    Martin O PERINGS   Mill Stot    Key Punched   Fib vanized Steel   Cor    Key Punched   Fib vanized Steel   Cor    Key Punched   Fib vanized Steel   Fib vanized Steel    LITHOLO   Fib vanized Steel   Fib vanized Steel    LITHOLO   LITHOLO    S OR LANDOWNER    OR OR LANDOWNER    OR OR LANDOWNER    OR O	ATERIAL:  erglass   PV erglass	Ibs/ft.   C   C   C   C   C   C   C   C   C	Wall thicknes	onstructed,   recovered to the best of my etcd on (mo-day-ye		ft. ft.
TYPE OF SCREEN O Steel Sta Brass Sac SCREEN OR PERFOR Continuous Slot Louvered Shutter SCREEN-PERFORAT GRAVEL PA GROUT MATERI Grout Intervals: From Vearrest source of possib Special State Weet Line Weet Line Weet Line Weet Line Weet Line To State	R PERFORATION M. inless Steel   Fib vanized Steel   Grown inless Steel   Fib vanized Steel   Grown inless Steel	ATERIAL: erglass   PV erglass	Ibs/ft.   Icc   Ibs/ft.   Icc   Ic	Wall thickness	so r gauge No.    Other (Specify)     Other (Specify)     ft., From     ft. to     Insectic     Abande e		n. ft. ft. ft. ft. ft. ft. ft. ft. ft. ft
TYPE OF SCREEN O Steel Standard Standar	R PERFORATION M. inless Steel   Fib vanized Steel   Fib vanized Steel   Cor    Martin O PERINGS   Mill Stot    Key Punched   Fib vanized Steel   Cor    Key Punched   Fib vanized Steel   Cor    Key Punched   Fib vanized Steel   Fib vanized Steel    LITHOLO   Fib vanized Steel   Fib vanized Steel    LITHOLO   LITHOLO    S OR LANDOWNER    OR OR LANDOWNER    OR OR LANDOWNER    OR O	ATERIAL: erglass   PV encrete tile   No ARE: Gauze Wrapped wire Wrapped om fi. to m fi. to m fi. to m From nes   Pit Pri	Ibs/ft.   Icc   Ibs/ft.   Icc   Ic	Wall thickness   Other (s)    Other (s)   Other (s)    Other (s)    Other (s)    Other (s)    Other (s)    Other (s)    Other (s)    Other (s)    Othe	so r gauge No.    Other (Specify)     Other (Specify)     ft., From     ft. to     Insectic     Abande e		ft. ft. ll

#### Monitoring Well Completions: WWC5 forms

K.A.R. 28-30-6(s) ... The following requirements shall be met for each at-grade surface completion:

KAR 28-30-6(s)(1) The location of each monitoring well shall be identified by a unique well number marked on a scaled map that shows latitude and longitude coordinates. The water well contractor shall submit the scaled map and coordinates to the department with the water well record form provided by the department.





- Take precautions
- Use appropriate materials





Submitting costs (bids & addscopes)

- Bids are due at 3:00 PM on Thursdays. Any bids submitted after the deadline will not be reviewed.
- Please submit addscope costs requests by the deadline outlined in the letter.
- Line items above the contract specified rates are routinely submitted.





#### Miscellaneous Issues

- Thin spreading of soil is only allowed on the Site property.
- Access is the responsibility of the Vendor. KDHE will assist when requested.
- Site Conditions: well pads, trash in vaults, broken Jplugs.
- Have supplies available if the scope of work changes.





#### Miscellaneous Issues continued

- Explain the scope of work to the property owner
  - ➤ Provide the property owner with a map, well design.
  - Call the site property prior to doing the workplan.
- Don't place wells in the street.
- Submit the final report CD by deadline outlined in the letter.
- Submit report revisions by deadline outlined in the letter.





#### Contractual Services (Marcia)

- New email address for Vendor File Resume & Insurance: <u>STSCSU@ks.gov</u>
- Bill for retainage once report is approved.
- Cost + line items require a receipt.
- Landfill tickets needed for offsite waste handling.
- Suggestion: Go to automatic deposits (ACH)



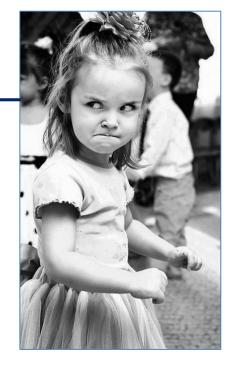
# **Invoicing**

- Keep small invoices to a minimum
  - ≥\$250
  - Frequency: Monthly vs. quarterly
  - Exceptions for infrequent work/extended amount of time
- Lump Sum vs. Not to Exceed vs. Time & Materials
- Backup needs
  - Incidental supplies built into unit rates vs. tracking receipts
  - Subcontractor bills (unit rates vs cost + %)
  - Hotel receipts



## **Invoicing**

- Submittal of invoices before Plan/ Report is approved
- Payment of retainage
  - Will pay retainage on large capital supplies or significant time between phases.
    - Bioremediation product
    - Air stripper equipment
    - Well driller, if wells are installed and surveyor is significantly delayed due to weather/schedule
  - <u>Clearly</u> note retainage on the invoice and submit final invoice when retainage payment is requested
  - Always must have prior program approval!



and Environment

# **Certification Changes**

- Boycott of Israel Certification is no longer required.
- Effectively immediately, Executive Order 18-04 issued by Governor Colyer on February 5, 2018 regarding Sexual Harassment will require that all Executive Branch department and agency heads ensure that their employees, interns and contractors have been notified of the state's policy against sexual harassment, discrimination, and retaliation.



# **Consultant Topics**

- Site Reconnaissance & Utility Locate
  - Feel for the site, identify obstructions, identify potential sampling locations, streamline assessment
- Lump Sum for simpler projects
  - What is a simpler project?
  - Simplify the PSF and invoicing backup
- Project Summary Forms
  - Formulas broken
  - Combining Tasks (pool labor)





# QUESTIONS?

